

**Request for Qualifications (RFQ)
For
Construction Manager at Risk (CMAR)**

**HOUSTON PUBLIC LIBRARY
&
HARRIS COUNTY PUBLIC LIBRARY
NEW KINGWOOD BRANCH LIBRARY
E-000097-0001-4**

**Submittal Date
Thursday, July 5, 2007**

**City of Houston
Building Services Department
Design & Construction Division**

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR
CONSTRUCTION MANAGER AT RISK (CMAR)
HOUSTON PUBLIC LIBRARY & HARRIS COUNTY PUBLIC LIBRARY
NEW KINGWOOD BRANCH LIBRARY**

I. PURPOSE

The City of Houston, Building Services Department (BSD), on behalf of the Houston Public Library (HPL) and Harris County Public Library (HCPL), invites the submittal of Statements of Qualification (SOQs) from Construction Manager at Risk (CMAR) firms interested in providing pre-construction and construction services.

The CMAR will provide:

- Design phase consultation in evaluating costs, schedule, site usage and improvements, alternative design and materials.
- Attend regular meetings with members of the project team.
- Develop and update a "Constructability Review" report.
- Prepare and update a project budget during the design phase.
- Coordinate and develop bid packages for each category or trade.
- Advertise and solicit from trade contractors competitive bids or sealed proposals.
- Submit fee proposal for general conditions and self-performing work.
- Submit Guaranteed Maximum Price (GMP) proposal.

II. PRE-SUBMITTAL MEETING

A pre-submittal meeting will be held at 2:00p.m. on Thursday, June 21, 2007, at City Hall Annex, 900 Bagby, 2nd Floor, Conference Room 257A, to discuss this solicitation. Attendance at the meeting is not mandatory.

Before the pre-submittal meeting date, the City will welcome any written questions submitted, faxed or emailed to:

Phil Golembiewski, P.E.
City Engineer
Building Services Department
900 Bagby, Second Floor
Houston, Texas 77002
Fax: 713-437-6859
Philip.Golembiewski@cityofhouston.net

- The City will not be bound by any information conveyed verbally. The City will provide, in writing, any clarifications, changes and/or other information, deemed to be necessary, as addenda to this RFQ.

- Addenda will only be provided to pre-submittal meeting attendees and known RFQ holders registered with BSD.
- No Addendum will be issued later than noon on Friday before the Submittal Date, except Addenda with minor clarifications, withdrawing RFQ, or postponing the Submittal Date.

III. OBJECTIVE

BSD proposes to retain a highly qualified CMAR firm or joint venture to provide the services described herein. CMAR firms with significant experience in constructing projects with similar characteristics will be given prime consideration for this project. Those firms or joint ventures that participate in this RFQ process will be referred to as "Respondents". The successful firm or joint venture will be referred to, in the RFQ, as the "CMAR".

IV. SCOPE OF WORK

Project Name: New Kingwood Branch Library
C.I.P. No. E-000097
WBS No. E-000097-0001-4
Existing Location: 4102 Rustic Woods
New Location: 2601 Bens Branch Drive (Key Map 337F)
Schedule: Design in FY2008; Construction in FY2009
Project Budget: \$8 million

The CMAR shall provide pre-construction and construction services for construction of an approximate 40,000 square foot public library. The facility will be a two-story, air-conditioned structure having specific areas for Children, Teens, Adults, Periodicals, Public Spaces, Mechanical and Administrative along with Site Components and Parking as previously programmed by the Project Architect, Kirksey. The Library will be designed to LEED Silver certification.

V. REQUIRED QUALIFICATIONS AND SELECTION CRITERIA

The City is seeking a highly qualified firm, experienced in providing the pre-construction and construction services outlined in the Scope of Work. The required qualifications may be demonstrated in the experience of the Respondent. A Selection Committee composed of representatives from BSD will review the SOQs. In order to select the CMAR Firm, the City will evaluate the SOQ from each Respondent using the following weighted criteria:

	DESCRIPTION	MAXIMUM POINTS
1.	COMPLETENESS OF SUBMITTAL RESPONSE	5
	A. SOQ follows the prescribed format and contains all Information requested in RFQ.	
2.	EXPERIENCE	45
	A. Respondent's experience in similar or relevant projects constructed using CMAR process as described in Section 2 Project Briefs.	20
	B. Project Manager and Superintendent's experience in similar or relevant projects constructed using CMAR process as described in Section 2 Resumes.	20
	C. Project experience with the City or other governmental agencies or institutions as described in Section 2 Project Briefs.	5
3.	DEADLINES AND BUDGET	30
	A. Track record of meeting deadlines and working within a budget, as described in Section 3 Narrative and as shown on Project Briefs.	10
	B. Cost estimating approach as described in Section 3 Narrative.	10
	B. Understanding the City's needs, appropriateness of	10
	C. Respondent's approach to this project and approach to constructibility reviews, as described in Section 3 Narrative.	
4.	QUALITY OF SERVICE	20
	A. Testimonials as described in Section 4 Testimonials	10
	B. Track Record of quality control as described in Section 3 Narrative	10
MAXIMUM TOTAL SCORE POSSIBLE		100

VI. SUBMITTALS

Six copies of sealed submittals are required. **Submittals shall be delivered to City Secretary** of the City of Houston, in the Margaret Westerman Building (a.k.a. City Hall Annex), Public Level, 900 Bagby Street, Houston, TX 77002, at or before 10:30 a.m., local time, **Thursday, May 24, 2007**. Late submittals will not be accepted for any reason. All submittals must be provided in a sealed box clearly labeled on the outside with the Respondent's name, name of the Project, and Building Services Department. Submittals will be publicly opened at 11:00 a.m. on the same day in City Council Chambers.

To enable the City to efficiently evaluate the SOQs, Respondents are urged to strictly follow the required format in preparing their SOQ.

Each copy of the SOQ shall be bound using GBC or other semi-permanent binding method, to ensure that pages are not lost. Each copy shall be no more than one-half inch thick. Pages shall be no larger than letter-size 8 ½" x 11" or, if folded to that dimension, twice letter size 11" x 17". Each section (defined below) shall be separated by a tabbed divider. Elaborate covers, binding, dividers, and the like are not required nor wanted. **NOTE:** One of the copies shall be labeled "ORIGINAL" on the outside cover and shall contain original documents where specified below.

Each SOQ shall be organized in the following order:

Outside Cover and/or first page: Shall contain the name of the SOQ ("Statement of Qualifications for CMAR, New Kingwood Branch Library), the name of the Respondent, and the submittal date. Remember to label the one copy, with original documents in it, "ORIGINAL" on the cover.

A. **Table of Contents:** The next page shall be a table of contents.

B. **Section 1 Divider (Letters)**

1. *Transmittal Letter:* The first page following the divider shall be a one-page letter transmitting the SOQ to Phil Golembiewski, P.E., City Engineer, Building Services Department. The transmittal letter shall say that the signer of the document is authorized by the Respondent to sign the document. The transmittal letter shall contain the names of the proposed Project Manager and Superintendent. At least one copy of the transmittal letter shall contain the original signature of a partner, principal or officer of Respondent.

C. **Section 2 Divider (Experience)**

1. *List of Firm's CMAR projects,* along with construction cost and clients of each.

2. *Resumes of the Project Manager and Superintendent.*3. *Project Brief:*

A. The Respondent shall select three projects to highlight, as best representing the firm's project experience, and provide a briefing sheet for each. Each briefing sheet shall be one-page and should contain information that shows the capability of the firm to provide the range of services that are required by this project. The work described must have been performed within the past eight years. At least one of the projects shall be for \$5 million, or more, in construction cost and for a governmental entity. Minimally, each brief shall contain:

1. Project Name and Location
2. Year Project Completed and brief explanation regarding steps Respondent took to maintain project schedule
3. Short Description of Services Provided
4. Name of Client and/or Owner/Operator and current telephone number and/or email address
5. Construction Cost and brief explanation regarding steps Respondent took to adhere to Owner's budget.

B. *Graphic Information:* If the Respondent includes photographs, drawings or other graphical information about any of the three projects, the back of the project brief, the facing page or a separate page may be utilized for this purpose. Photographs or other graphical information used to illustrate these projects may also be incorporated into the one-page brief sheet itself.

D. Section 3 Divider (Narrative)

1. *Narrative:* The Respondent shall provide no more than three pages of narrative that describes:
 - A. firm's track record of meeting deadlines and working within a budget;
 - B. firm's systems and processes for insuring quality and timely performance on projects;
 - C. firm's understanding of the City's needs and firm's approach to this project;
 - D. firm's approach to constructibility reviews.

E. Section 4 Divider (Quality of Service)

1. *Testimonials:* Respondents may include no more than three one-page letters from clients and/or architects that they have worked with on previous projects. Letters should comment on budget and/or scheduling experiences and qualitative matters related to services received from the Respondent. Letters shall also include contact name and telephone number.

VII. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

- A. Respondents shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the City for the purposes of influencing this selection. Any attempt by the Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the selection process.
- B. Respondents who provide false or misleading information, whether intentional or not, in any documents presented to the City for consideration in the selection process shall be excluded. Any false or misleading information in these documents would, in effect, render the entire document suspect and therefore useless.
- C. **INTERVIEWS** – After the screening of SOQs, Respondents will be notified, in writing, of their status in the selection process. If interviews are needed, short-listed Respondents may be given additional information for interviews. These interviews will relate less to the past experience and qualifications already detailed in the submittal than to identification of the Respondent's project approach and to an appraisal of the people who would be directly involved in the project.
- D. **INQUIRIES** – Please do not contact the City during the selection process to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.
- E. **COST OF SOQS** – The City will not be responsible for costs incurred by anyone in the submittal of qualifications or for any costs incurred prior to the execution of a formal contract.
- F. **CONTRACT NEGOTIATIONS** – This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the City; a specific scope of work, fees, insurance coverages, and other contractual matters will be determined during contract negotiations. To ensure that the appropriate staff is assigned to the project the City may make the inclusion of a "key persons clause" a part of the contract negotiations.

- G. CONFIDENTIAL INFORMATION – All responses shall be held confidential from other parties by the City to the extent allowable by law until after the selection process is completed. Respondents should be aware that at the completion of the selection process the contents of their SOQs are subject to the provisions of the Texas Public Information Act and may be made public. CONFIDENTIAL or SENSITIVE information should not be included in the SOQ.
- H. CITY POLICIES & ORDINANCES – Respondents should be aware of and therefore, familiar with all pertinent City of Houston Ordinances and policies which will relate to contracting with the City. More detailed guidance is available on request. The following is a partial list of relevant subjects:
1. Equal Employment Opportunity
 2. MWBE / SBE participation
 3. City of Houston Fair Campaign Ordinance
 4. Mayor's Drug Detection and Deterrence Policy and Procedures
 5. City Contracts and Indebtedness to Taxing Authorities
 6. Insurance requirements
 7. Conflict of Interest Questionnaire
- I. The City of Houston reserves the right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) select Respondents for the submittal of more detailed information; (4) accept any submittal or portion of a submittal; and/or (5) reject any or all Respondents submitting qualifications, should it be deemed in the City's best interest.



Phil Golembiewski, P.E.
City Engineer
Building Services Department

Date: 06-11-07